



COMMODITY SUPPLEMENTAL FOOD PROGRAM
POLICY AND PROCEDURE MANUAL

Chapter 11

Civil Rights

Chapter 11	Civil Rights	11.1
	Attachment 11.01 – ‘And Justice For All’ Poster	
	Attachment 11.02 – Form FNS 191 Racial/Ethnic Group Participation	



COMMODITY SUPPLEMENTAL FOOD PROGRAM

POLICY AND PROCEDURE MANUAL

SUBJECT: Civil Rights	Chapter: 11
	Section: 11.1
REFERENCES: 7 CFR 247.19	Page: 1 of 2
	Revised: 8-19-04

PURPOSE: To outline actions required to assure Civil Rights requirements are met.

POLICY: State and local agencies will comply with Title VI of the Civil Rights Act of 1964 (P.L.88-352) and all requirements imposed by federal and state regulations.

PROCEDURES:

- A. Each local agency, distribution site, and certification site must post the “And Justice for All” poster (attachment 11.1) in a prominent location. This poster is also available on the web at <http://www.fns.usda.gov/cr/justice.htm> including translations into several different languages.
- B. Each local agency and/or each distributing agency shall collect the number of participants receiving food packages by racial/ethnic category during the month of April each year. This count may be collected as a manual head count of food package recipients, or may be collected from a review of certification forms. Counts must be submitted to the State Agency on attachment 11.2 – Form FNS-191 Racial/Ethnic Group Participation by Jun 20th each year.
- C. Written materials used to promote or advertise the program must contain the non-discrimination statement and procedures for filing a complaint. Use the wording located on the “And Justice for All” poster whenever possible.
- D. Where a significant proportion of the population of the area served by the local agency is composed of non-English or limited English speaking persons who speak the same language, program information, except certification forms, shall be provided in the appropriate language orally and in writing. Bilingual staff members or interpreters shall be available to serve these persons.
- E. Local agency compliance to Civil Rights requirements is reviewed during the annual management evaluation and documented on page 4 of 7 on the Monitoring Review form. See Section 6.1 and attachment 6.1.
- F. All complaints alleging discrimination based on race, sex, age, color, national origin or disability will be accepted, either verbally or written. In the event of a verbal complaint, a staff person of the local agency or of MDHSS will prepare a written report of the complaint on behalf of the participant.



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- G. All complaints received by the local agency or MDHSS, either verbal or written, which allege discrimination shall be referred to the MDHSS Human Relations Officer III, in the Office of Personnel and to the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. A copy shall be sent to the USDA Mountain Plains Regional Office.

FOR ALL"

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410, o llame al (202) 720-5964 (voz y TDD). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

RACIAL/ETHNIC GROUP PARTICIPATION **(WIC AND COMMODITY SUPPLEMENTAL FOOD PROGRAMS)**

FNS INSTRUCTION 113-2

WIC ☐ CSFP ☒

No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing regulation.

1. State
Missouri

2.

State # **1701**

L/A #

NO. OF CLINICS

3. REPORTING

LOCAL AGENCY
NAME

ADDRESS

CITY

STATE **MO**

ZIP CODE

TELEPHONE #

4. REPORTING YEAR: April _____

ACTUAL NUMBER OF PARTICIPANTS FOR THE MONTH OF APRIL

5. PARTICIPATION BY RACIAL/ETHNIC GROUP

^(A) WOMEN^(B) INFANTS^(C) CHILDREN^(D) ELDERLY^(E) TOTAL

a. Black, not of Hispanic origin.....

b. Hispanic.....

c. Asians or Pacific Islander.....

d. American Indian or Alaskan Native.....

e. White, not of Hispanic Origin.....

f. TOTALS

DATE

TITLE

SIGNATURE